

# Sunbeams Play

Registered Charity No. 1152188

## Equality of Opportunity

### 17. Bursary Fund Policy and Procedure.

Parents/Carers wishing to apply for the fund should first approach the Sunbeams Play Centre Manager who will advise accordingly. As appropriate the Centre Manager/Deputy, will have a confidential discussion to assess the level of need and will make a decision based on the information provided and available funds.

Applications will not normally be considered from parents/carers whose child(ren)/young people have not completed the Sunbeams Play assessment process.

In considering any application the Centre Manager will treat the matter in *strictest confidence* at all times mindful of the following matters:

- The particular needs of the child(ren)/young people.
- The family's understanding of and willingness to apply to other agencies for bursary support
- An appropriate time limit for the duration of the bursary
- The financial situation of the family
- Any other matter which the family, Centre Manager/Adviser considers relevant to the application.

The decision is final and binding. Applicants have no further right of appeal unless they can clearly demonstrate that the family circumstances have materially changed since making the initial application. Any such appeal must be made in writing and take its turn where other applications are already being considered.

This policy was adopted on

20<sup>th</sup> April 2015

Policy updated

April 2020

Date to be reviewed

April 2021

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date